

Request a Group on LinkedIn Learning with Lynda.com content

Our LinkedIn Learning with Lynda.com content campus subscription offers the ability to create groups and subgroups of users. This feature allows you to assign specific playlists or courses to the members of your group while letting you monitor their progress by viewing usage reports. A group can be any grouping of people on campus, whether a class, a student organization, a department, a committee, etc.

Step-by-step guide

To request a group, submit an ITicket to the Help Desk with the following information:

1. The name of the group (i.e. COMM 500 EV, Sigma Alpha Iota, etc.).
2. User(s) who should be set as manager(s) of the group to access reports (multiple managers are allowed).
3. Names of people to be included in the group. The easiest way is to attach a spreadsheet to the ticket with the following information about each individual: first name, last name, email address.



Creating Learning Playlists

This [4-minute video](#) will show you how to setup a collection (aka playlist) so it can be shared with others.



Still need help?

For additional assistance, contact the [IT Help Desk](#).

Related articles

- [Input Time Worked in Self-Service Time Entry](#)
- [Using Valpo's VPN - General](#)
- [Connect Network Drives on a PC](#)
- [Approve Leave in Self-Service Time Entry](#)
- [Request Leave in Self-Service Time Entry](#)